



CALIFORNIA

Technician/AGR Administrative Instruction

National Guard Technicians - CAL NG Active Guard/Reserve

MILITARY DEPARTMENT

**P. O. BOX 269101
Sacramento, CA 95826-9101**

NUMBER

03-16

14 April 2003

NO EXPIRATION DATE

EFFECTIVE DATES OF PERSONNEL ACTIONS

1. Ever wonder why you are told you will have to wait until the next pay period for a promotion to become effective? Do you feel you have waited more than long enough and the Human Resources Office (HRO) is being unreasonable? These are common comments heard regarding effective dates of personnel actions. So, how does the HRO come up with an effective date? Actually, civilian personnel regulations are very specific about when a personnel action can take effect.

2. No personnel action, except those listed in paragraph 3, can be made effective prior to the date on which the appointing officer (delegated by law and The Adjutant General to the Human Resources Officer) has approved the action. By approving the action, the appointing officer certifies that the action meets all legal and regulatory requirements and, in the case of appointments and position changes, that the position to which the employee is being assigned has been established and properly classified. Because of this, the appointing officer cannot sign the personnel action until it has been properly staffed by all the functional area specialists such as, classification, and staffing.

3. Effective dates set without prior approval of the appointing officer are:

- a. Actions required by law, executive order, court action, settlement agreement, etc.
- b. Death
- c. Resignation
- d. Retirement
- e. Tenure change
- f. Change in life insurance
- g. Leave without pay (LWOP)
- h. Return to duty from LWOP
- i. Detail, extension of detail, or termination of detail

- j. Change to lower grade following temporary promotion
 - k. Change in work hours
 - l. Pay adjustment/Within Grade Increase (WGI)
 - m. Termination of grade retention
4. What can you do as a supervisor? Forward all Standard Form (SF) 52's, Request for Personnel Action, to arrive at the HRO at least a MINIMUM OF TWO WEEKS prior to the requested effective date of the personnel action.
5. Remember, a requested effective date is just that "requested". The HRO will endeavor to make actions effective on your requested effective date. However, based on when a SF-52 is received or due to problems/missing documentation, an effective date may differ from that requested by the supervisor. Do not assume that "things will just work out". When in doubt, check it out!
6. Direct questions concerning this TAAI to SMSgt Michael Hunt at CAGNET 63354, DSN 466-3354 or (916) 854-3354.

FOR THE ADJUTANT GENERAL:

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